



Ysgol Cae'r Gwenyn

Prospectus

2021 / 2022



Hand in hand, together we can

Law yn llaw, gyda'n gilydd, mi allwn

"You truly are a wonderful school, with wonderful teachers that create a magical environment for children to learn and grow." Quote from parent

Welcome to Ysgol Cae'r Gwenyn

Prince Charles Road

Wrexham

LL13 8TH

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www.wrexhameycentre.co.uk



Croeso

Salam Alaikum

Bem vindo

Witajcie

We would like to warmly welcome you and your child to Ysgol Cae'r Gwenyn. We really look forward to working in partnership with you while your child is here with us in school. Last year we extended our facilities through adding to the existing school building. The extension has provided us with additional classrooms, offices, rooms and storage facilities. We are delighted to have this extra space and look forward to showing you our new facilities in the coming months.

We aim to offer your child the very best opportunities during his / her time in school. Our qualified and experienced staff do all they can to ensure that your child's first experiences in school are exciting, challenging and full of fun! We hope to work with you to develop and broaden their learning experiences, so that when they leave our school, they will be confident, enthusiastic learners who are looking forward to the next stage of their education.

Our Aims

In Ysgol Cae'r Gwenyn, we aim to create...

- A welcoming, caring and happy learning environment where all achievements are celebrated
- A family school where all are welcomed
- A place where curiosity and independence are encouraged - where learning is fun!

Term Dates

Autumn Term 2021 - September 1st - December 22nd

Half Term - 25/10/21 - 29/10/21

Spring Term 2022 - January 6th - 8th April

Half Term - 21/02/22 - 25/02/22

Summer Term 2022 - April 25th - July 20th

Half Term - 30/05/22 - 3/06/22

Training Days - 1/9/21, 22/10/21, 22/12/21, 25/4/22, 6/6/22, 20/7/22.

Extra holiday in lieu of the Jubilee Bank Holiday - 6/12/21.

Session hours - 9 am - 11.30 am - Nursery

9 am - 3.00 pm - Reception

At Ysgol Cae'r Gwenyn, we promote good attendance to enable our children to take full advantage of the educational opportunities we offer. Our Parent Coordinator monitors attendance daily and works closely with families to support good attendance.

It is extremely important that your child attends school regularly in order to benefit from all the activities on offer.



What to do if your child is absent from school?

If your child is unwell, please keep them at home and let us know if they are not coming to school, by contacting us on Wrexham 356177. If possible, please advise us beforehand if children have to attend a medical appointment during school hours. **During the current pandemic, it is so important to keep school informed if your child or any member of the family are displaying signs of Coronavirus.**

Please phone on the first day of absence. We ask that parents keep us informed of their child's absence by 9.15 am that day. If we have not received a call, our Parent Coordinator will ring and enquire about the reason for the absence. At Ysgol Cae'r Gwenyn, all absences are accounted for and recorded.

It is also important that your child arrives in school on time in order that they do not miss out on all the activities that take place during the morning. We ask parents to ensure that children arrive at school in good time for registration each day.

Please try to avoid term time holidays.

Please help us by bringing your child to school for 8.55 am and collecting them on time at 11.30 am. (Reception , Early Education pm children at 3pm)

Nursery attendance - 2020 / 2021 - 80.20%

Last year's annual attendance was affected by the pandemic.



Home / School Links



"Partnership working is an exemplary feature of the school"

Estyn Inspection

At Ysgol Cae'r Gwenyn, we place a high value on our partnership with parents.

Every year, we normally run our 'Hand in Hand' group led by [Rachel Costeloe](#) and [Sara Williams](#). The aim of this group is to further encourage the partnership between the home and school by actively involving parents / carers in the education and care of their child and through providing a family support network service. We hold informal drop-ins for parents and organise opportunities to speak to a range of professionals on subjects such as toilet training and Makaton in small, relaxed group settings. We hope to resume our Hand in Hand meetings as soon as it is safe to do so. Don't forget, you can always get in touch if you need some advice or would just like a friendly chat!

Our Home / School Links Coordinator, [Mrs Sara Williams](#) and [Miss Emma Dransfield](#), our Parent Coordinator are here to help you with any concerns or issues that you might have.

We greatly appreciate our relationship with parents



Who works in Ysgol Cae'r Gwenyn?

Rhian Hughes	Headteacher / Designated Safeguarding Person
Rachel Costeloe	Teacher / ALNco - Additional Learning Needs Coordinator
Elizabeth Jones	Teacher / ALNco - Additional Learning Needs Coordinator
Jackie Whalley	Teaching Assistant Level 4 / School Uniform / SMILE Coordinator
Sara Williams	Teaching Assistant Level 4 / Home School Links Coordinator
Emma Dransfield	Teaching Assistant Level 4 / Parent Coordinator
Jacqueline Feehan	Teaching Assistant Level 4 / Flying Start Supervisor
Yvonne Rowley	Teaching Assistant Level 2 / Hygiene Coordinator / Flying Start / ELKLAN Coordinator
Mary Wiggan	Teaching Assistant Level 2 / Environmental Coordinator / ELKLAN Coordinator
Melanie Jones	Teaching Assistant Level 2 / Family Learning Coordinator / ELSA Coordinator
Rebecca Blakeley	Teaching Assistant Level 2 / School Transport Coordinator / Flying Start
Sophie Gillett	Teaching Assistant Level 2 - One to one Support / School Meals Coordinator
Sarah Rye	Teaching Assistant Level 2 - One to one Support / Accessibility Coordinator
Courtney Roberts	Teaching Assistant Level 2 - Nursery / Reception / Educational Resources Coordinator
Katie Judd	Teaching Assistant Level 1 - Nursery/ First Steps Coordinator
Cerys Jones	Teaching Assistant Level 1 - Reception / Expressive Arts Coordinator
Nina Pryce	Administrator (School Secretary) Clerk to the Governors
Julie Miller	School Caretaker

The Governing Body

Chair of Governors	Jane Howells
Vice Chair of Governors	Emily Parry
Community Governor	Lurna Smith
Parent Governors	Emily Parry and Rebecca Williams <i>two vacancies</i>
Local Authority Governors	<i>Two vacancies</i>
Teacher Governor	Rachel Costeloe
Staff Governor	Sara Williams
Headteacher Governor	Rhian Hughes
Chief Officer, Education & Early Intervention, Wrexham County Borough Council - Mrs Karen Evans 01978 298991.	

Who are the School Governors?

The Governing Body is a group of people who are involved in making decisions and planning the future of the school. Our Governing Body is made up of people who represent parents and children at the school i.e. parents, teachers, other staff at the school, the local community and the Local Authority. Governors work on a voluntary basis - they are not paid for their duties.

If you need to contact a Governor:

- Drop a note in the school office and staff will hand it to a Governor.
- Speak directly to a Governor

What happens during the day?



Each day follows a similar pattern. Every child enjoys the structure and security that this format offers.

1. The children start the session by playing outside for approximately thirty minutes.
2. Circle Time - this is a time when we take part in a range of activities such as stories, music sessions and parachute activities. We all get together to sing and to join in with poems and action rhymes.
3. Small Group Work - this is a time when we meet in small groups to take part in a range of activities e.g. mark making, maths activities and threading.
4. Snack Time - we all have something healthy to eat and drink. This is a positive and enjoyable activity, which allows us to teach manners and develop social and conversational skills.
5. Play Time -The children play in the various areas of the indoor / outdoor classroom. This is the time that they try things out, problem solve, practise and experiment.

Staff work alongside the children, supporting and encouraging them during their play, being there to share their many experiences.

6. Tidy Up Time - we all tidy up the equipment and put things away.

7. Home Time.

The children who attend school all day follow a similar timetable.



The Curriculum for Wales

In Ysgol Cae'r Gwenyn, we are delivering a broad, balanced and enriched curriculum, allowing children to have fun whilst learning. The activities will be pitched at the children's level of development enabling them to learn and succeed at a rate suitable to each individual.

The principles of the Foundation Phase will stay the same and become part of a seamless curriculum transition from 3-16 year olds.

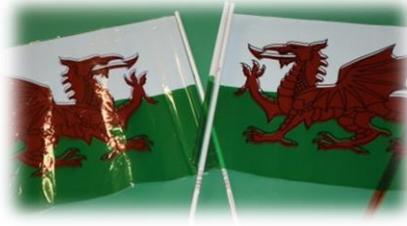
There will be six new areas of Learning and Experience namely:

- Languages, Literacy and Communication
- Mathematics and Numeracy
- Science and Technology
- Humanities
- Health and Well being
- Expressive Arts

All teaching and learning is underpinned by four core purposes. The four purposes will be at the heart of our new curriculum. They will be the starting point for all decisions on the content and experiences developed as part of the curriculum to support our children and young people to be:

- ambitious, capable learners ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society

Welsh / Cymraeg



This subject is incorporated into the daily lives of our children and is regarded as an essential part of their culture and heritage. Your child will learn through singing songs, reciting rhymes and through a variety of enjoyable and practical planned activities. Many areas and resources in the classrooms are labelled in both English and Welsh. We can also offer support in helping our parents to learn Welsh.



The Outdoor Classroom

In school, we use our garden as a valuable teaching and learning area. The children learn through first-hand experience in a fun, safe and stimulating environment. The outside space allows children to explore the world around them and provides many challenges covering all areas of the curriculum. These include number trails, sharing stories, insect hunts, gardening, climbing and balancing.



How is my child doing in school?

Throughout the year, your child will be observed by staff to look at and assess what they can understand and what they can do. This information will help us to plan appropriate activities and experiences for your child in order to help them move forward in their learning. We believe that parents know their children best and we ask them to contribute to the assessment process by sharing information about what their children like to do at home and how they as parents are supporting development.

The school will share all information gathered, with our parents at regular intervals throughout the year. At the end of the year, you will receive a written report on your child's progress and you will be invited to meet with us to discuss the report.

There will be lots of opportunities throughout the year to ask questions about what, why and how your child is doing. Any time that you wish to discuss your child's progress, please speak to a member of staff.

How will I know what's going on in school?

You will receive regular newsletters, letting you know about things that are going on in school. They will also tell you the types of things that we are learning about and how you can help your child at home. Let us know if there is a matter that should be included in the newsletter.

Our school website will also have information on what's going on in school. You can read about what your child has done each day on the Daily Diary section. We also have an Instagram page that gives a flavour of some of the activities that your child is doing in school.

What does my child wear for school?

In Ysgol Cae'r Gwenyn, we have a lovely school uniform. This year, we have a brand new logo on our sweatshirts, polo shirts etc.



We decided that it would be really nice to have a uniform that promotes a sense of pride in the school, is convenient for parents, is practical and smart and is regarded as suitable wear for school and is generally good value for money.

The uniform consists of a green T shirt, a polo shirt, a sweatshirt, a cardigan and a cap.

We are selling the uniform at the price that it costs us - we do not make a profit on any items sold. We sometimes have a selection of nearly new uniforms which parents can buy at a very reasonable price.

School uniform is preferable but not compulsory. You can buy as little of it as you like.

We go outside in all types of weather to enjoy the garden and the facilities on offer. We have waterproofs, umbrellas and wellington boots for wet days and sun hats for hot days.

Please make sure that all coats, cardigans etc are clearly labelled with your child's name.

Jewellery such as rings, bracelets, necklaces etc are not really suitable for school. If a child's ears have been pierced, then only stud type earrings should be worn. This is a safety precaution.



Do you serve healthy snacks in school?

The children have milk and a selection of different fruits every day. Snack time is a very important part of our school day. It is a time when we meet together to enjoy healthy fruit and to develop good eating habits such as good manners.

It gives us an opportunity to have a chat about what we have been doing that morning and to share things. We ask for a contribution of £1.00 per week to buy items for snack or £1.50 for Reception children.

Please let us know if your child is allergic to a particular food. Drinking water is available throughout the day.

School dinners for Reception pupils

School meals are cooked and prepared locally. School dinner money is paid through the ParentPay App. We do not accept any dinner money at school now. If you think that your child is eligible for free school meals, you can apply by completing an online application form from the Wrexham Council website. You can also choose the school dinners for your child through the App as well.

If your child brings a packed lunch in from home, please send their lunch in a suitable container.

Sensory / Number Games Library

After October half term, we usually start our Sensory / Number games library where you and your child can borrow sensory toys and / or number games. Unfortunately, due to the Coronavirus outbreak, we have decided to postpone the opening of the library for the time being.



Additional Learning Needs

"The quality of care, support and guidance for children with additional learning needs is an outstanding feature of the school".

Estyn Inspection Report

In Ysgol Cae'r Gwenyn, we strive to ensure that we provide for all pupils' individual learning needs. We are preparing for the new Welsh Government Code of Practice for ALN, with the emphasis being on PCP - person centred planning.

If your child has additional learning needs, the school will provide a wide range of extra resources and activities to aid your child's progress. We work with professional agencies who offer support and advice in order to help meet the individual needs of your child.

As a school, we make every effort to ensure that all our children play a full and active part during their time here. The school building has complete disabled access. Resources for special provision are reviewed regularly to ensure they support inclusion for all pupils.

All our children are given an equal opportunity to access the curriculum and experience the wide range of opportunities on offer to them at the school.

A copy of our ALN policy is available for parents / carers to view at the school.

Health and Safety / Security

A full fire drill and an emergency drill are held once every term, so that all children know what to do in the event of a real emergency.

All staff have received training in first aid. Mrs Becky Blakeley, Mrs Mel Jones, Miss Yvonne Rowley, Miss Sarah Rye, Miss Jackie Whalley and Miss Mary Wiggan are our qualified and experienced First Aiders who deal with all accidents that occur in the school. In the event of an emergency, we will contact you by telephone.

It is **essential** that we are provided with an emergency contact number and address, which is regularly updated.

If your child needs an asthma inhaler, then you will need to sign a form giving us permission for your child to use the inhaler.

Please inform us of all allergies and any medical condition that your child may have.

Head lice are always a problem in any school. If your child needs treatment, please let us know so that we can make sure that other parents check their child's hair.

There is a high level of supervision both inside and outside the school. All our children should be brought and collected from school by a responsible adult.

The school is very mindful of its duty of care and takes every step to ensure the safety of the children. Please let us know if someone else is collecting your child.

Coronavirus:

With regards to the Coronavirus outbreak, the school follows strict guidelines in order to ensure the health and safety of our children and all members of the school community. A number of risk assessments are in place and school has an excellent supply of PPE equipment such as masks, visors, gloves and aprons.

Photographs / Press Photographs

- Throughout the year, we take many photographs of the children. If you would like us to email you any photographs of your child, please give your email address to our secretary Ms Nina Pryce.
- The school will require your permission before we can release the name of your child to accompany local and national newspaper photographs, celebrating special events at school.
- Forms are sent out at the beginning of the Autumn Term.



"Every day our little boy is excited to put his uniform on and attend your school which is a testament to the hard work, energy, expertise, fun and love that each and every one of the staff brings to the classroom."

Quote from parent

Looked After Children

Looked After Children (LAC) are pupils whose care is facilitated by the Local Authority. Our main priority is to ensure that the pupils' emotional and educational welfare is supported and developed through all aspects of school life. The Headteacher is responsible for Looked After Children within the school. This includes working closely with the child, carers, social services and other agencies involved with the care of the child.

Child Protection / Safeguarding

'The Welsh Office guidance makes it clear that schools have an important role to play in the protection of children from abuse'. This is confirmed in the Wrexham County Borough Council Policy, which sets out procedures to be followed by all staff.

The school therefore has a duty to refer any concerns about the wellbeing of pupils to the Social Services Department and the school medical officer for further advice. Copies of our Child Protection and Safeguarding policies can be obtained from the school office.

The DSP - Designated Safeguarding Person, is Rhian Hughes - Headteacher.

The Safeguarding Governor is Rebecca Williams.

Equal Opportunities

The school operates an Equal Opportunities policy, which seeks to include and celebrate the religions and cultures of all children. The school promotes an Inclusion policy to prevent any child being treated less favourably than any other child regardless of impairment or disability. The school will challenge any attempt to denigrate a child on his / her difference in race, culture, gender or intellect.

What if I have a complaint?

If you ever have any concerns which you feel are affecting your child in school, please come and see us and we will do anything we can to solve the problem. We always prefer to deal with the matter at school level but if the problem needs to be investigated further, there is a formal procedure. The complaint can be referred to the Governing Body and if necessary the Local Authority.

Access to documents

Copies of certain education documents are available for you to see. A copy can be supplied within 15 working days after a request has been received.

If there is anything more that you need to know about our school, please just ask.



We hope that you and your child have a happy and rewarding time here in

Ysgol Cae'r Gwenyn

